

Microsoft Windows 10 Introduction

Course Description

This course is designed for users who are keen to learn how to operate the software to perform tasks that include: starting applications, creating folders, copying and moving files, creating and using libraries, performing searches, and personalising Windows.

Learning Outcomes

At the completion of Microsoft Windows 10 Introduction you should be able to:

- work with the basic components of the Windows 10 interface
- personalise the user interface
- learn how to use the Get Started app
- work with desktop program and app window
- 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
- work with the Recycle Bin to manage deleted items
- use the Windows search function
- manage your printer and printing tasks in Windows
- understand and work with Microsoft Edge
- work with Windows security features
- backup and restore data
- use several features to optimise the Windows operating system

Prerequisites

Microsoft Windows 10 Introduction assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and using a mouse.

Course Duration

The Microsoft Windows 10 Introduction course is run over 1-2 day(s), commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$40.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

Course Contents

Starting with Windows 10

- Turning on the computer
- Signing in to Windows
- The Desktop, Start Menu and Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Windows Store Apps
- Putting your computer to sleep
- Shutting down your computer

Personalising the User Interface

- Customising the Start Menu
- Working with Tile Groups
- Pinning Apps to the Taskbar
- Creating Desktop Shortcut Icons
- Changing the Lock Screen
- Changing the Desktop Background

Help and Support

- The Get Started App
- Setting up Cortana

Working with Desktop Windows

- Starting Desktop programs and apps
- The File Explorer Window
- Working with the File Explorer Ribbon
- Using the File tab
- Switching between programs
- Snapping Windows
- Shaking down windows

Working with Task View

- Understanding Virtual Desktops
- Create a New Virtual Desktop
- Closing Desktop Programs

Working with Programs

- Viewing Installed Programs
- Dealing with Non Responding Programs
- Install a Program
- Uninstall a Program
- Keeping Programs updated

Data Storage of your computer

- Understanding Data Storage and File Explorer
- Viewing Storage Devices

Using Common Windows Apps

- Starting the Mail App
- Add Accounts to Mail
- Working with Mail Messages
- Starting and Navigating the Calendar App
- Scheduling Meetings
- Reader App
- Using Reader
- Using the Maps App

Working with Folders

- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Creating a New Folder
- Copying a Folder
- Moving a Folder
- Rename and Delete a Folder
- Changing Folder Views

Working with Files

- Creating a Simple File
- Exploring Files in Windows
- Copying a File
- Rename a File
- Copy and Move Files
- Copy Files to a USB drive
- Deleting Files
- Common File Types

Working with Libraries

- Displaying Libraries
- Exploring your Libraries
- Creating a Library
- Adding Folders to a Library
- Changing Library Views
- Deleting Folders from a Library
- Deleting a Library

The Recycle Bin

- Creating Some Sample Files
- Sending Files to the Recycle Bin
- Restoring Files from the Recycle Bin
- Emptying the Recycle Bin

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Quick Access Locations

- Understanding Quick Access Locations
- Adding a Location to Quick Access
- Removing a Location from Quick Access

Searching and Sorting Files

- Creating a Searching File
- Searching Using File Explorer
- Searching File Content using File Explorer
- Indexing a Folder
- Unindexing a Folder
- Tagging Files for Easier Searches
- Sorting Files in a Folder

Printing

- Viewing Available Printers
- Installing a USB Printer
- Setting the Default Printer
- Pausing a Printer
- Printing Files from File Explorer
- Managing the Print Queue
- Sharing your printer with others
- Connecting to a network printer
- Printing from Windows Apps

Microsoft Edge

- Launching Microsoft Edge
- Browsing the Web within Microsoft Edge
- The Hub
- Microsoft Reading View and Reading List
- Annotating in Microsoft Edge

User Accounts

- Creating a Microsoft Account
- Creating a Local Account
- Switching Users
- Changing your password
- Changing your account name
- Controlling user accounts

Security and Protection

- Checking security and maintenance
- Checking Windows Firewall Settings
- Checking Malware Protection
- Checking Windows Update Settings

Backing up and Restoring Data

- Preparing Files for Backup
- Setting up File History
- Performing a Manual Backup
- Restoring Files from a Backup

The Command Line Interface

- Understanding the Command Line Interface
- The DIR command
- The CD command
- Redirecting output
- The CHKDSK command

Optimising Windows

- Viewing System Properties
- Checking Hardware Devices
- Tidying up the Desktop
- Performing a Disk Cleanup
- Understanding Power options
- Choosing a Power Plan
- Creating a Custom Power Plan