Course Description: Whether you are 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 user interface. This course will help you define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. 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.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

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 multitasking 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.

Prerequisite: 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.

Course Outline

Accessing Windows 10
- Get Started with Windows 10
- Navigate the Windows 10 Desktop
- Use the Start Menu

Using Windows Universal Apps and Desktop Applications
- Use Desktop Applications
- Use Windows Universal Apps
- Multitask with Open Apps
- Install Apps from Windows Store

Working with Files and Folders
- Manage Files and Folders with File Explorer
- Store and Share Files with OneDrive

Using Cortana and Edge
- Get to Know Cortana
- Use Cortana as a Personal Assistant
- Browse the Web with Edge

Customizing the Windows 10 Environment
- Customize the Start Menu
- Customize the Desktop and Lock Screen

Installing and Removing Devices
- Manage Printers
- Manage Peripheral Devices

Using Windows 10 Security Features
- Manage Passwords and Privacy Levels
- Use Windows Defender