



COMPLETE COMPUTING, INC.

Using Microsoft® Windows® 10

Course length: 1 day(s)

Course Description

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.

Prerequisites

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 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 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



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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: Get Started App