Microsoft Windows 10 Training

Overview:

Microsoft Windows 10 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 this course 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 and **Cortana**
- work with desktop program and app windows
- use **Windows** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- work with several of the default **Windows** apps
- 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 **Quick Access** and shortcuts in File Explorer
- use the **Windows** search function
- manage your printer and printing tasks in **Windows**
- understand and work with **Microsoft Edge**
- manage user accounts
- work with **Windows** security features
- back up and restore data
- access the command line interface in **Windows**
- use several features to optimise the **Windows** operating system

Prerequisites:

This course assumes little or no knowledge of **Microsoft Windows 10**. However, it would be beneficial to have a general understanding of personal computers.

Duration:

1 Day

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Training

Starting With Windows 10
What Is Windows
Turning on the Computer
Signing in to Windows
The Desktop
The Start Menu
The Taskbar
The Search the Web and Windows Bar
Using Windows Search
Changing the Windows Search Settings
Windows Store Apps
Putting Your Computer to Sleep
Shutting Down Your Computer

Personalising the User Interface
Customising the Start Menu
Moving Tiles on the Start Menu
Changing Tile Size
Working With Tile Groups
Turning Live Tiles on and Off
Removing Tiles From the Start Menu
Pinning Apps to the Taskbar
Creating Desktop Shortcut Icons
Changing the Lock Screen
Changing the Desktop Background
Changing Your Account Picture

Help and Support
The Get Started App
Setting Up Cortana
Using Cortana
Customising Cortana

Working With Desktop Windows
Starting Desktop Programs and Apps
The File Explorer Window
Working With the File Explorer Ribbon
Using the File Explorer Ribbon
Using the File Tab
Minimising and Maximising a Window
Resizing a Window Using a Mouse
Moving a Window on the Desktop
Switching Between Open Programs
Snapping Windows
Shaking Down Windows
Working With Task View
Understanding Virtual Desktops

Creating a New Virtual Desktop
Scrolling in a Window
Closing Desktop Programs
Other Ways to Open Desktop Programs

Working With Programs
Viewing Installed Programs
Dealing With Non Responding Programs
Installing a Program
What Happens During Installation
Uninstalling a Program
Keeping Programs Updated

Data Storage on Your Computer
Understanding Data Storage in Windows
Understanding File Explorer
Opening File Explorer
Viewing Storage Devices Using File Explorer
Viewing Network Connections

Using Common Windows Apps
Starting the Mail App
Adding Accounts to Mail
Working With Mail Messages
Starting and Navigating the Calendar App
Scheduling Meetings
Opening PDFs and XPS Files in the Reader App
Using Reader
Using the Maps App

Working With Folders
Understanding Folder Hierarchy
Navigating the Folder Hierarchy
Understanding Personal Folders
Accessing Your Personal Folders
Creating a New Folder
Copying a Folder
Moving a Folder
Renaming a Folder
Deleting a Folder
Viewing the Hierarchy Path
Changing Folder Views

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Working With Files
Understanding Files
Creating a Simple File
Exploring Files in Windows
Copying a File
Renaming a File
Selecting Files
Copying Multiple Files
Replacing Files
Moving Files
Copying Files to a USB Flash Drive
Setting Files as Read Only
Deleting Files
Deleting Folders With Files
Common File Types

Working With Libraries
Understanding Libraries
Displaying Libraries
Exploring Your Libraries
Creating Folders in a Library
Creating a Library
Adding Folders to a Library
Changing Library Views
Deleting Folders From a Library
Deleting a Library

The Recycle Bin
Understanding the Recycle Bin
Creating Some Sample Files
Sending Files to the Recycle Bin
Restoring Files From the Recycle Bin
Emptying the Recycle Bin

Quick Access Locations
Understanding Quick Access Locations
Adding a Location to Quick Access
Removing a Location From Favourites

Searching and Sorting Files
Understanding File Searches in Windows
Creating a Searchable File
Searching Using File Explorer
Searching File Contents Using File Explorer
Indexing a Folder
Unindexing a Folder
Tagging Files for Easier Searches
Sorting Files in a Folder
Modifying View Settings

Printing
Understanding Printing in Windows
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
The Microsoft Edge Interface
Launching Microsoft Edge
Browsing the Web With Microsoft Edge
The Hub
Microsoft Reading View and Reading List
Annotating in Microsoft Edge

User Accounts
Understanding User Accounts in Windows
Creating a Microsoft Account
Creating a Local Account
Switching Users
Changing Your Password
Changing Your Account Name
Controlling User Accounts

Security and Protection
Understanding Computer Security
Checking Security and Maintenance
Checking Windows Firewall Settings
Checking Malware Protection Settings
Checking Windows Update Settings

Backing Up and Restoring Data
Understanding Backup and Restore Options
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