

Using Microsoft Windows 10

Price
\$295.00

Duration
1 Day

Delivery Methods
VILT, Private Group



In this course, students will learn the features and functionality of the Windows 10 operating system for professional and personal use.

Who Should Attend

This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

Agenda

1 - ACCESSING WINDOWS 10

- Topic A: Get Started with Windows 10
- Topic B: Navigate the Windows 10 Desktop
- Topic C: Use the Start Menu

2 - USING WINDOWS 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

3 - WORKING WITH FILES AND FOLDERS

- Topic A: Manage Files and Folders with File Explorer
- Topic B: Store and Share Files with OneDrive

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

5 - CUSTOMIZING THE WINDOWS 10 ENVIRONMENT

- Topic A: Customize the Start Menu
- Topic B: Customize the Desktop and Lock Screen

6 - INSTALLING AND REMOVING DEVICES

- Topic A: Manage Printers
- Topic B: Manage Peripheral Devices

7 - USING WINDOWS 10 SECURITY FEATURES

- Topic A: Manage Passwords and Privacy Levels
- Topic B: Use Windows Defender

8 - APPENDIX A: GETTING TO KNOW PERSONAL COMPUTERS

9 - APPENDIX B: OTHER WINDOWS 10 FEATURES

10 - APPENDIX C: CONTINUUM NAVIGATION

11 - APPENDIX D: GET STARTED APP