



Accessing Microsoft® Windows® 10

Course ID #: 7000-577-ZZ-Z

Hours: 2

Course Content

Course Description:

In your office and home, you work with data, communicate with others, research information, and know that computers can help you complete these tasks more quickly and easily. Now you need to come up to speed on Windows® 10, Microsoft's newest operating system, to help you improve your productivity. But before you can take advantage of all that Windows 10 has to offer, you need to get acquainted with its interface. In this course, you'll access the fundamental elements that make up the Windows 10 user experience. This will set the stage for all of the tasks you'll perform on a daily basis.

Target Student:

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.

Topics:

Lesson 1: Accessing Windows 10

- How to Navigate the Desktop
- Navigating Desktop Elements

Topic A: Get Started with Windows 10

- The Lock Screen
- The Login Screen
- Account ID
- Microsoft Account vs. Local Account
- Password Sign-In
- Ease of Access
- How to Get Started with Windows 10
- Signing in to Windows 10

Topic C: Use the Start Menu

- The Start Menu
- The Start Menu List
- Account ID Options
- Recently Added
- File Explorer
- Settings
- PC Power Options
- The All Apps List
- Tiles
- Live Tiles
- How to Use the Start Menu
- Using the Start Menu

Topic B: Navigate the Windows 10 Desktop

- The Desktop
- Start Button
- The Recycle Bin
- The Taskbar
- Continuum
- Tablet Mode
- The Notification Area
- Tooltips