



Windows 10: New Features

Course ID #: 0000-150-10-W

Hours: 4

Course Content

Course Description:

Welcome to Using Microsoft® Windows® 10. 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.

At Course Completion:

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.

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.

Prerequisites:

This course is intended for computer users who want to use the basic tools and features of Windows. Previous exposure to personal computers, desktop applications, and the Internet is needed.



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Topics:

Module 1: Accessing Windows 10

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

Module 2: Using Windows Universal Apps and Desktop Applications

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

Module 3: Working with Files and Folders

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

Module 4: Using Cortana and Edge

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

Module 5: Customizing the Windows 10 Environment

Customize the Start Menu
Customize the Desktop and Lock Screen

Module 6: Installing and Removing Devices

Manage Printers
Manage Peripheral Devices

Module 7: Using Windows 10 Security Features

Manage Passwords and Privacy Levels
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