

Microsoft Windows 10 for the End User

General Description

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.

Outcomes

At the completion of Upgrading to Microsoft Office 2010 Essentials you should be able to

- Work with the basic components of the Windows 10 interface
- Personalize 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
- Backup and restore data
- Access the command line interface in Windows
- Use several features to optimize the Windows operating system



Windows 10



Microsoft Partner
Silver Learning

 **1300 86 87246**

1300 TO TRAIN

Pre-requisites

Before attending this course, students must have:

- Microsoft Windows 10 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers

Course Details

Duration: 5 day

Starting time: 9am

Finishing time: 4.30pm

Booking guidelines

Contact our learning consultants on 1300 86 87246 and we will assist you with your booking.

Course Outline



Course content

➤ 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

- What Is Windows
- 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

➤ Working With Folders

- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy

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Visit us on the web at www.advancedtraining.com.au

Course Outline



- 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
- **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
- **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 Favorites
- **Searching and Sorting Files**
 - What Is Windows
 - 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 Updated
- **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 Using the Maps
- **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

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- Checking Windows Update 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
- **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
- **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