



## Windows 10 Essentials

### Computer Basics - Windows

#### About The Course

This course introduces Microsoft Windows 10. Hands-on guidance will help you get familiar with your computer and learn how to navigate the system, use get started app and Cortana, copy files, create and manage files & folders, personalising Windows 10 and perform other common tasks.

#### Duration: 1 day

**Class size:** 10 students max

**Times:** 9:00am - 5:00pm

**Price:** Refer to our website for current course and package pricing

#### After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

#### Who Should Do This Course?

This course is intended for people who wish to learn how to work with Windows 10 to perform standard operating system functions. It is an ideal companion course to undertake with application software, teaching participants the practical skills of managing their computer. This course is designed for participants with little or no knowledge of computing and/or Windows 10. As such it assumes no prerequisite skills or knowledge.

#### Prerequisites

This course is designed for participants with little or no knowledge of computing and/or Windows Operating system. There are no prerequisite skills or knowledge required to attend this course.

#### Learning Outcomes

- 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
- Understand and work with Microsoft Edge
- Manage user accounts
- Use several features to optimise the Windows operating system

## Content

### Unit 1: 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

### Unit 2: 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

### Unit 3: Help and Support

- The Get Started App
- Setting Up Cortana
- Using Cortana
- Customising Cortana

### Unit 4: 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

### Unit 5: Working with Programs

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

### Unit 6: 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

### Unit 7: 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

### Unit 8: 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

### Unit 9: 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

## Unit 10: 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

## Unit 11: 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

## Unit 12: Quick Access Locations

- Understanding Quick Access Locations
- Adding a Location to Quick Access
- Removing a Location from Favourites

## Unit 13: 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
- Un-indexing a Folder
- Tagging Files for Easier Searches
- Sorting Files in a Folder
- Modifying View Settings

## Unit 14: 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

## Unit 15: 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

## Unit 16: Security and Protection

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

## Unit 17: Optimising Windows

- Viewing System Properties
- Checking Hardware Devices
- Tidying Up the Desktop
- Performing a Disk Clean-up
- Understanding Power Options
- Choosing a Power Plan
- Creating a Custom Power Plan

## Looking for course dates?

To view a full list of course dates, please visit our website at [www.dynamicwebtraining.com.au](http://www.dynamicwebtraining.com.au)

Alternatively please contact our office on **1300 888 724**