

ME-WIN10L1: MICROSOFT® WINDOWS 10 LEVEL 1



DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Windows 10	Instructor Led	NA

INTRODUCTION

Windows 10 is the latest iteration of Microsoft's widely used Windows operating system. This new version of Windows incorporates hundreds of new features as well as improvements to existing ones.

AUDIENCE PROFILE

This course is aimed at the general office worker working on Office daily.

PREREQUISITES

This course is intended to help both novice and experienced users become familiar with the many changes that have been made to Windows with this release.

COURSE OBJECTIVES

After completing this course, students will be able to:

- Log into Windows 10
- Complete basic actions using its user interface
- Customize the user interface
- Understand its security features
- Use both Microsoft Edge and File Explorer

COURSE CONTENT

Module 1: Getting to Know PC's and the Windows 10 User Interface

This module identifies the components of a personal computer. Students will learn how to sign into Windows 10, navigate the desktop, and explore the Start menu.

Lessons:

- Identify Components of a Personal Computer
- Sign into Windows 10
- Navigate the Desktop
- Explore the Start Menu

Module 2: Using Windows Store Apps and Navigation Features

This module begins with how to multitask with apps, search your computer, and view notifications. Then, students will learn about

Windows Store apps and Windows 10 navigation techniques.

Lessons:

- Multitask with Apps
- Search Your Computer
- View Notifications
- Windows Store Apps
- Windows 10 Navigation Summary

Module 3: Working with Desktop Applications

In this module, students will cover how to work with desktop windows, manage files and folders with File Explorer, and create files with desktop applications.

Lessons:

- Working with Desktop Applications
- Manage Files and Folders with File Explorer

- Create and Modify Files with Desktop Applications

Module 4: Using Microsoft Edge

In this module, students will learn how to navigate the user interface of Microsoft Edge, the new default web browser. It also covers browsing the web, managing tabs, and modifying Microsoft Edge options.

Lessons:

- Using Microsoft Edge
- Use Microsoft Edge
- Manage Tabs
- Modify Microsoft Edge Options

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.