

Windows 10 Advanced

Length: 1 Day

COURSE CONTENT

1: USING ADVANCED WINDOWS FEATURES

- Accessing the Start Screen
- Moving, sizing, adding, and unpinning tiles on Start screen
- Cortana
- Files, Folders, and Libraries
- Working with the Taskbar
- Notifications area ('Systray')
- Multi-tasking and Virtual Desktops
- Setting Accessibility Properties
- Working with Filename Extensions

2: PRINTING AND MANAGING FONTS

- Managing Devices and Printers
- Adding Printers and Sharing Printers
- Managing the Print Queue
- Managing Fonts

3: NETWORKS AND SHARING

- The Network and Sharing Centre
- Sharing your Data

4: USING UTILITIES

- Using Hard Disk Utilities
- System Protection and System Restore
- File Compression