

## Windows 10 Introduction

**Length:** 1 Day

**Course Objectives:** To get delegates to a point where they are comfortable navigating around Windows and using the mouse and/or touchscreen. The Windows file management system is covered along with other standard Windows applications.

**Who Should Attend:** This course is designed for anyone who will be using this version of the Windows operating system on a PC. This course assumes users are new to Windows or inexperienced in its use or upgrading to Windows 10 from an older version. Topics covered include File management, searching, navigation around the operating system and programmers, and the Windows 10 installed features.

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### COURSE CONTENT

#### 1: WINDOWS 10 BASICS

- Getting Started
- Overview
- The opening Lock screen
- Desktop/Start screen
- In brief – desktop mode and tablet mode
- Interacting with Windows 10
- Touch controls (tablet mode)
- Mouse controls and desktop shortcuts (desktop mode)
  - Basic mouse techniques for new users to Windows
  - How to move the mouse
  - Clicking the mouse
  - Double-clicking the mouse
  - Right-clicking the mouse
- Working with Live Tiles in Start
- The Start screen (tablet mode) and Start menu (desktop mode)
  - Moving, sizing and unpinning tiles on Start screen
  - Dragging items using the mouse
  - Moving tiles in Start
- Adding tiles
  - Making a tile smaller or bigger
  - Removing ('unpinning') tiles from Start
- Logging out, shutting down and restarting Windows 10

#### 2: USING WINDOWS

- Working with the Desktop (Desktop mode)
- The desktop
- In Brief – Apps or Applications?
- Identifying parts of a window (Desktop mode)
  - Moving and resizing a window
  - Maximizing, restoring, and minimizing a window (Desktop mode)
  - Scrolling in a window
  - Opening multiple windows (Desktop mode)
  - Switching between windows (Desktop mode)
  - Using taskbar to quickly reposition windows (Desktop mode)
  - Snapping windows
- Working with the Quick Access Toolbar
- Working with the Ribbon
- Ribbon/command conventions
- Dialog box elements
- Help and Support

### 3: MANAGING FILES

- Using File Explorer
  - Starting File Explorer
  - Identify the different parts of the File Explorer window
  - Using the File Explorer ribbon
- Libraries
- Changing window view options
- Working with Folders
  - Creating a new folder
  - Renaming a folder
  - Deleting a folder and its contents
- Copying and moving files using Move to and Copy to
- Renaming files
- Selecting more than one file to move or copy using Item Check Boxes
- Using Undo
- Finding your Files/Folders
  - Finding Files/Folders using File Explorer
- Using the Recycle Bin
  - Deleting files to the Recycle Bin
  - Recovering a file from the Recycle Bin
  - Emptying the Recycle Bin
- Sharing Information between programs

### 4: CUSTOMIZING WINDOWS 10

- Customizing Windows 10
- Settings
  - Settings options
  - Selecting a background
  - Power Settings
- Control Panel
- Controlling the Mouse
- Working with Shortcuts
  - Creating Shortcuts to files and folders
  - Renaming Shortcuts
  - Deleting shortcuts
- Customizing the Lock screen
  - Changing the Lock screen
- Customizing the Start screen
  - Adding a data folder to Start screen
  - Removing the data folder from Start screen
  - Adjusting Start menu width
  - Start Categories
- Working with the Taskbar
  - Pinning Applications to the Taskbar
- Taskbar Properties (Desktop mode)
- Taskbar Properties (Tablet mode)