

Windows 10 Introduction

Course Outline

Description:

Primarily this course is aimed at those who have little or no knowledge of Windows 10 and wish to find their way around it. Topics covered include: Startup and shutdown, Desktop, Taskbar, Win Store, Customising the interface, interacting with apps and programs, common apps, explorer, file management and libraries. A course booklet will be provided at the first session.

Students need to bring their own laptop or similar Windows 10 device that is fully charged and working to each session.

Session One

- Signing in
- Start Screen
- Desktop
- Taskbar
- Window store
- Sleep and Shutdown
- Windows Apps
- Displaying side by side
- Closing apps/programs
- Installing and uninstalling
- Using Gestures

Session Two

- Pinning apps to taskbar
- Changing the lock screen
- Changing background – Start screen and Desktop
- Changing account picture

Session Three

- Reader
- Mail app
- Calendar app
- People app
- Maps app

Session Four

- Starting desktop programs
- Creating desktop program shortcuts
- The ribbon
- Windows sizing, moving, closing, minimising
- Snap and shake (windows)
- Short cuts to opening
- View installed programs

- Uninstalling a program

Session Five

- Data storage locations
- Windows explorer
- Changing folder views
- Creating folders, renaming, deleting
- Creating a file
- Copying, moving deleting files
- Copying to a USB drive
- Creating a favourite location
- Common file types
- Libraries: display, create, adding folders, deleting folders, deleting a library
- Recycle bin

Note: Outline content may vary slightly at time of class from the above