

Using Microsoft® Windows® 10

Course Specifications

Course Number: ELK91-038_rev1.0n

Course Length: 1.0 days

Course Description

Welcome to Using Microsoft® Windows® 10. Whether you're new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help you to define what a PC is, and familiarize you with the Windows 10 user interface and its basic capabilities. In this course, you will explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

Course Objective: Upon successful completion of this course, you will be able to perform basic work-related tasks on a PC running the Windows 10 operating system.

You will:

- Access Windows 10.
- Use Windows apps and desktop applications to complete day-to-day tasks, including installing new apps and multitasking with multiple programs.
- Work with files and folders by using File Explorer and OneDrive.
- Use Cortana as your virtual personal assistant and use Edge for web browsing.
- Customize the Windows 10 environment.
- Install and remove printers and peripheral devices.
- Use Windows 10 security features to create more secure passwords and protect your device against common attacks.

Target Student: This course is designed for end users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

Prerequisites: This course is intended for computer users who want to use the basic tools and features of Windows 10. Previous exposure to personal computers, desktop applications, and the Internet is needed.

Hardware Requirements

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- ☑ 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- ☑ 2 gigabyte (GB) RAM (32-bit) or 4 GB RAM (64-bit)
- ☑ 25 GB available hard disk space
- ☑ DVD-ROM drive (if installing any software from a DVD-ROM)
- ☑ Keyboard and mouse (or other pointing device)
- ☑ 1,024 × 768 resolution monitor recommended
- ☑ Graphics card with DirectX 9 or later with WDDM 1.0 driver
- ☑ Headset with high-fidelity microphone array
- ☑ Network cards and cabling for local network access
- ☑ Internet access (contact your local network administrator)
- ☑ Printer (optional) or an installed printer driver
- ☑ Projection system to display the instructor's computer screen
- ☑ A selection of peripheral devices (e.g., cameras, tablets, or printers) for the "Managing Peripheral Devices (Optional)" activity in the "Installing and Removing Devices" lesson

Software Requirements

- ☑ Microsoft® Windows® 10 Enterprise or Professional edition Microsoft may offer the Fall Creators Update at different rates for different versions of Windows 10.
- ☑ Web conferencing application for class sessions with remote students or a blend of live and remote students

Course Content

Lesson 1: Accessing Windows 10

- Topic A: Get Started with Windows 10
- Topic B: Navigate the Windows 10 Desktop
- Topic C: Use the Start Menu

Lesson 2: Using Windows Universal Apps and Desktop Applications

- Topic A: Use Desktop Applications
- Topic B: Use Windows Universal Apps
- Topic C: Multitask with Open Apps
- Topic D: Install Apps from the Windows Store

Lesson 3: Working with Files and Folders

- Topic A: Manage Files and Folders with File Explorer
- Topic B: Store and Share Files with OneDrive

Lesson 4: Using Cortana and Edge

Topic A: Get to Know Cortana

Topic B: Use Cortana as a Personal Assistant

Topic C: Browse the Web with Edge

Lesson 5: Customizing the Windows 10 Environment

Topic A: Customize the Start Menu

Topic B: Customize the Desktop and Lock Screen

Lesson 6: Installing and Removing Devices

Topic A: Manage Printers

Topic B: Manage Peripheral Devices

Lesson 7: Using Windows 10 Security Features

Topic A: Manage Passwords and Privacy Levels

Topic B: Use Windows Defender

Appendix A: Getting to Know Personal Computers

Appendix B: Other Windows 10

Features Appendix C: Continuum

Navigation Appendix D: Tips App