

# Computer Essentials and Windows 10



Duration: 1 Day Course Code: Win10E

*This course is designed both for newer computer users but also for experienced users upgrading from previous versions of Windows (like Windows XP or 7 or 8). It covers all the Essential topics required for accessing files, saving data locally, the cloud and understanding how to fine tune the computer to suit the needs of the user and save time, effort and energy!*

## Learning Outcomes

By the end of this course students will be able to work confidently with a variety of Apps and Access Information from Local Drives, Network Drives, USB sticks, the Cloud and understand directory structure. They will also learn the main components in Windows 10, and where to go to make changes or if something goes wrong.

## Prerequisites

This course is designed for students with little or no knowledge of Windows or computers in general. Any previous skills (even an older version) will definitely be an advantage.

## Welcome to Windows 10

- Windows 10 Overview and History
- What's new in Windows 10
- Starting up a Windows 10 Computer
- Exploring the Windows Environment
- Standard Windows Features
- Windows Snap Features
- Working with Quadrants
- Handy Navigation Shortcuts

## Computer Terminology

- Understanding Hardware v's Software
- Bytes to Yottabytes Explained
- Megahertz and Speed Ratings
- USB, the Cloud and Storage Options Explained
- Resolution and Screen Sizes

## Understanding Files and Folders

- Understanding the Difference between Files and Folders
- Understanding the Cloud v's Local File Storage
- Using File Explorer
- Cut, Copy and Paste and Transferring Files
- Accessing Files from Digital Media like Digital Cameras
- Understand Libraries

## Working with Applications

- Using Standard Windows Apps
- Using Mail, Calendar and People Apps
- Windows Store Apps
- Downloading and Installing Windows Store Apps
- Uninstalling Unwanted Apps
- Saving/Opening Files from Apps
- Using Windows Search
- Multitasking with Apps
- Creating Virtual Desktops

## Using Microsoft Edge

- Edge v's Internet Explorer
- Using Search Engines
- Useful Internet Resources
- Favourites, History and Downloads
- Understanding inPrivate Browsing Windows
- Making Secure Online Purchases
- Customising Microsoft Edge

## Your Digital Assistant

- Introducing Cortana
- Teaching Cortana about your interests and preferences
- Customising Cortana Settings

## Windows 10 Settings

- Using Windows 10 Settings
- Accessing Control Panel
- Customising your computer
- Adjusting Date, Time and Regional Settings
- Pinning items to the Task Bar and Start Menu
- Working with Jump Lists
- Working with Tiles and Live Tiles
- Resizing/Removing or Adding Tiles to the Start Screen
- Understanding the Action Centre

## Business Applications

- Understanding Microsoft Office Applications and their Purpose
- Understanding the Adobe Suite of Products
- Using Adobe Acrobat
- Installing Adobe Flash
- Installing "Helper Apps"

## Computer Maintenance

- Monthly Tasks to keep your Computer running smoothly
- Backing up Important Files
- Cleaning up un-needed files and Programs

## Index

- Glossary of Terms
- Useful Keyboard Shortcuts

