



Windows 10 Intro / Intermediate

Windows 10 Intro / Intermediate Course Information

One Day Course from 9.00 am to 4.30 pm

Target Audience & Purpose

This course will provide you with the basic skills needed to work with the various features, tools and options available in the Windows 7 operating system.

Objectives

By the end of this course participants should be able to:

- Log on to Windows
- Start & Exit Windows correctly
- Explore Windows interface
- Identify key features of the Windows desktop
- Customise the Windows desktop
- Manage files and folders
- Use common tools and programs available in Windows
- Browse the Internet

Course Prerequisites

It is assumed that participants should be competent in using a mouse and the keyboard.

Course Inclusions

- Comprehensive learning materials incl. exercise files
- Post course telephone support
- 'Certificate of Attendance' on completion of course
- Light lunch plus morning & afternoon tea

Windows 10 Intro / Intermediate Course Content

Exploring Windows

Identify Personal Computer Functionality

Log On to Windows

Explore the Desktop

Work with Windows

Access the Help and Support Feature

Turn Off the Personal Computer

Customizing the Windows Desktop

Customize the Start Menu

Customize the Taskbar

Personalize the Desktop

Add Gadgets to the Desktop

Managing Folders and Files

Navigate to Folders Using Windows Explorer

Work with Folders and Files

Secure Folders and Files

Organize Folders and Files

Search for Folders and Files

Using Common Tools and Programs in Windows

Create a Document in WordPad

Work with the Calculator

Capture Screens Using the Snipping Tool

Customize a Graphic with the Paint Tool

Browsing the Internet

Get Familiar with the Internet

Browse Websites Using Internet Explorer

Download and Install a Gadget