



Use of Microsoft Windows 10 Course Overview

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Course Duration:

7 Hours / 1 Day

1 Navigating the Windows 10 Interface

- Introducing the Windows 10 Interface
- Using the Start Menu
- Using the Action Center
- Working with Windows 10 Apps
- Getting to the Desktop
- Using the Taskbar

2 Getting around the Windows Desktop

- Logging In
- Windows Start Menu
- Using the Windows Desktop
- Using Jump Lists
- Using Multiple Virtual Desktops

3 Sharing and Securing with User Accounts

- Logging In and Out of User Accounts
- Sign-in Options
- Creating Strong Passwords
- Picture Passwords
- Types of User Accounts
- Creating and Managing User Accounts
- Deleting User Accounts
- Using User Accounts
- Creating and Using Password Reset Disks
- Running Programs as Administrator

- Add the Built-in Administrator Account to the Login Screen
- Stop Entering Password on Lockout

4 Automatic Updates

- Understanding Automatic Updates
- Enabling Automatic Updates
- Managing Updates

5 Personalizing the Desktop

- Using the Personalization Page
- Customizing the Taskbar
- Customizing the Notification Area

6 Understanding Drives, Folders, and Files

- Understanding Drives
- Using File Explorer

7 Searching for Files and Messages on Your Computer

- Quick Searches
- Searching Folders and Views

8 Protecting Your Files

- Simple File Backups
- Using File History
- Starting File History
- Excluding Folders during Backups
- Setting the File History Advanced Option
- Restoring Files from a Backup
- Using System Protection
- Using BitLocker Drive Encryption
- Performing a System Image Backup

9 Programs and Features

- Changing and Repairing Programs
- Uninstalling Programs
- Unpinning from Start
- Dealing with stuck programs

- Turning Windows Features On and Off