



Mastering Windows 10

1 Day Course

Training at Your Office

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COURSE DESCRIPTION

With the release of Microsoft Windows 10, Microsoft has made strides in bridging the gap between your laptop or desktop PC and a variety of mobile devices. Developing an understanding of how to accomplish your day-to-day work tasks in this new environment will push you one step closer to being able to comfortably work from a number of platforms, and a number of devices, nearly anywhere you go. Once you've gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system.

Course Objectives

In this course, students with a prior knowledge of Windows will be able to perform common tasks within the Windows 10 environment. You will: navigate the Windows 10 environment, work with apps and desktop applications, use Cortana and Edge, and manage Windows 10 settings.

Course Prerequisite: earlier version of Windows, such as Windows 7

COURSE TOPICS

Getting Started

- A Brief History of Windows
- Upgrading from Windows 7

Lock & Login Screens

- The Lock Screen
- Changing the Lock Screen Picture
- Log In to Windows
- Change Account Information

The Desktop

- The Desktop Screen
- Desktop Icons
- Adding Icons To The Desktop
- Recycle Bin
- Run as Administrator

The Taskbar

- Taskbar Programs
- Task View
- Virtual Desktops
- Notifications Area
- Using Cortana
- Move, Size & Lock The Taskbar
- Taskbar Settings

The Start Menu

- The Three Sections in the Menu
- Shortcut Icons
- Apps/Applications
- Tiles & Live Tiles
- Calendar, Mail & People

Using the File Explorer

- Menus and Quick Access Toolbar

Multitasking

- What are Windows?
- Switching Windows
- Sizing / Moving Windows (Speed Keys)
- Using Snap with the Mouse
- Multitasking Settings

Windows Settings

- Power Settings
- Printers
- Date & Time
- Windows Update

Control Panel

The Task Manager



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