

# Using Windows 10 One Day Course

## OBJECTIVES

Upon successful completion of this course, you'll 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.

**Duration:** 1 Day

- 1. ACCESSING WINDOWS 10**
  - Get Started with Windows 10
  - Navigate the Windows 10 Desktop
  - Use the Start Menu
- 2. USING WINDOWS UNIVERSAL APPS AND DESKTOP APPLICATIONS**
  - Use Desktop Applications
  - Use Windows Universal Apps
  - Multitask with Open Apps
  - Install Apps from the Windows Store
- 3. WORKING WITH FILES AND FOLDERS**
  - Manage Files and Folders with File Explorer
  - Store and Share Files with OneDrive
- 4. USING CORTANA AND EDGE**
  - Get to Know Cortana
  - Use Cortana as a Personal Assistant
  - Browse the Web with Edge
- 5. CUSTOMISING WINDOWS 10 ENVIRONMENT**
  - Customize the Start Menu
  - Customize the Desktop and Lock Screen
- 6. INSTALLING AND REMOVING DEVICES**
  - Manage Printers
  - Manage Peripheral Devices
- 7. USING WINDOWS 10 SECURITY FEATURES**
  - Manage Passwords and Privacy Levels
  - Use Windows Defender