Windows 10

This course provides an overview and introduction to the Windows 10 operating system and covers the essential concepts and most commonly used features and functions.

IS THIS COURSE FOR YOU?

Designed for those who have never used a Windows operating system knowledge or who have an earlier version of Windows and wish to upgrade to Windows 10.

ABOUT THE COURSE

Students will learn to set up user accounts, create and use custom keyboard shortcuts, and personalise and organise the working space.

The course will also provide hands-on training on how to connect, use and update devices, use File Explorer to manage files and folders, as well as navigate the Internet using various browsers, including Microsoft Edge.

AIMS AND OBJECTIVES

This introductory course is designed to acquaint learners with the fundamentals of Windows 10.

PRE-REQUISITES

Personal Computer Fundamentals course or a general knowledge of computers.

COURSE CONTENT

Module 1: What is Windows 10; Getting Started with Windows 10; User Accounts; Exploring the Start Menu and Live Tiles; Introduction to Windows 10 Apps; Enabling and Disabling Tablet Mode; Uninstalling Programs and Applications; Getting Help; Creating Custom Keyboard Shortcuts; Locating System Information; Action Centre

Module 2: Virtual Desktops and Task View; Exploring and Customising the Taskbar; Managing Multiple Windows; Creating Desktop Shortcuts; Understanding Touchpad Gestures; Ease of Access

COURSE CONTENT *(cont'd)*

Module 3: Multiple Monitors; Sound Devices; Device Drivers

Module 4: Introduction to File Explorer; File and Folder Properties; Searching for Files and Folders; Creating and Renaming Files or Folders; Selecting Files and Folders; Moving, Copying and Deleting Files and Folders; Using the Recycle Bin

Module 5: Personalising the Start Menu; Changing Your Computer's Theme; Personalising User Accounts; Customising Settings; Modifying Folder Options

Module 6: Adding a Printer; Printing; Trouble-shooting Printer Problems; Installing Fonts

Module 7: What is the Internet? What is the World Wide Web? Setting Up an Internet Connection; Using Microsoft Edge

CAREER PATH

To provide job-ready skills for use in any office.

COURSE DURATION

24 hours. This will vary from individual to individual based on prior knowledge and ability.

CPD POINTS: 24
CPD points awarded upon successful completion.

*The best way to predict the future **is to create it.***