

### Windows 10 End-User

Duration: 1 day

#### Overview:

This course is designed to provide business users an introduction to Windows 10. During the course end- users will learn how to use Windows Store Apps and navigation features, Microsoft Edge and Security features. As well as explore the Windows 10 environment and customisation features.

#### Target Audience:

This course is designed for business users or end-users who are new to Windows 10 and would like to become more familiar with its common features.

#### Pre-requisites:

It is recommended that attendees have previous experience working with Microsoft Windows.

#### Module 1: Getting to Know PC's and the Windows 10 User Interface

- Identify Components of a Personal Computer
- Sign Into Windows 10
- Navigate the Desktop
- Explore the Start menu

#### Module 2: Using Windows Store Apps and Navigation Features

- Multitask with Apps
- Search Your Computer
- View Notifications
- Windows Store Apps
- Windows 10 Navigation Summary

#### Module 3: Working with Desktop Applications

- Work with Desktop Windows
- Manage Files and Folders with File Explorer
- Create and Modify Files with Desktop Applications

#### Module 4: Using Microsoft Edge

- Navigate Microsoft Edge
- Use Microsoft Edge
- Manage Tabs
- Modify Microsoft Edge Options

#### Module 5: Customising the Windows 10 Environment

- Change Basic Windows Settings
- Customise the Lock Screen
- Customise the Desktop

#### Module 6: Using Windows 10 Security Features

- Configure Passwords
- Use Windows Defender
- Store and Share Files with OneDrive

#### Course Wrap-Up