

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Create and navigate files
- * Start and shutdown an application
- * Produce and store a document, worksheet and presentation
- * Access and retrieve data for editing
- * Edit simple data to a required format and layout
- * Start and shutdown Windows
- * Manage file storage
- * Navigate within the environment
- * Print Files
- * Customise the environment
- * Work with the Web
- * Set the computer for people with disabilities

PREREQUISITES

None

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

WINDOWS 10 START SCREEN

- * The start screen
- * Start screen vs the Desktop
- * Starting an app
- * Viewing available apps
- * Pinning an app to the start screen
- * Changing the group names
- * Resizing tiles
- * Moving tiles
- * Unpinning (removing) an app
- * The charms bar - search, start, viewing connected devices, settings

THE WINDOWS 10 DESKTOP

- * What is the Windows desktop?
- * Desktop icons
- * Moving desktop icons
- * Windows taskbar
- * Showing hidden icons
- * Taskbar clock
- * Customising your desktop
- * Customising the desktop
- * Setting a screen saver
- * Modifying the computer date and time

MANIPULATING WINDOWS ON THE DESKTOP

- * Drag and drop
- * Select, then manipulate
- * Single clicking vs. Double clicking
- * Moving a window on the desktop
- * Resizing a window, narrower or wider
- * Resizing a window, taller or shorter
- * Maximising and minimising a window
- * Closing a window
- * The start button and the start menu

APPLICATIONS AND THE DESKTOP

- * Multitasking
- * Starting applications
- * Finding applications
- * Using print screen within Wordpad
- * Identifying the parts of an application window
- * Title bar
- * The ribbon
- * Ribbon tabs
- * Status bar
- * Scroll bars
- * Notepad
- * Control panel
- * Switching between program windows
- * Cascading windows
- * Displaying windows side by side
- * Installing and removing programs
- * Shutting down the computer
- * Restarting the computer

HELP IN WINDOWS 10

- * F1 help key
- * Searching the help system
- * Displaying basic information about your computer

FILES, FOLDERS AND DISKS

- * File explorer
- * What are files and folders
- * Types of drive and drive letters
- * Windows file explorer program
- * Displaying or hiding the ribbon
- * The file explorer window
- * File explorer - folders, devices, network locations, downloads, desktop, sky drive, home group, this computer
- * Displaying the contents of a folder
- * Changing the view in the file explorer
- * Changing the sort order
- * Data storage devices
- * File sizes and disk storage capacities

MANIPULATING FOLDERS

- * Creating a folder and a subfolder
- * Renaming a folder
- * Deleting a folder
- * Displaying folder details

MANIPULATING FILES

- * Viewing file details
- * Sorting the file list within the Windows Explorer
- * Recognising common file types
- * Selecting multiple files
- * Changing file attribute status
- * Renaming and deleting files
- * Restoring files and folders from the Recycle Bin
- * Emptying the Recycle Bin
- * Copying And Moving Files
- * The Windows Clipboard
- * Moving files between folders
- * Copying files between folders
- * Backups and backing up data to a removable drive
- * What is file compression?
- * Extracting compressed files
- * Compressing files

SEARCHING

- * Searching for applications (programs)
- * Searching for files on your hard disk
- * Searching by file size
- * Searching by kind
- * Searching by file content

PRINTING ISSUES

- * Viewing available printers
- * Setting the default printer
- * Installing a new printer
- * Removing a printer
- * Printing from an application

VIRUSES, SPYWARE AND COOKIES

- * What are computer viruses?
- * What is spyware?
- * What are cookies?
- * Virus checking programs
- * Scanning for viruses
- * Updating anti-virus programs