

## 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