



# Microsoft Windows 10

LENGTH

**2 days**

PRICE (Excl. GST)

**NZD 850**

## MICROSOFT APPS AT LUMIFY WORK

Lumify Work is your best choice for training and certification in any of Microsoft's leading technologies and services. We've been delivering effective training across all Microsoft products for over 30 years, and are proud to be Australia's and New Zealand's first and largest Microsoft Gold Learning Solutions Partner. Join more than 5,000 students who attend our quality Microsoft courses every year.



## WHY STUDY THIS COURSE

Microsoft Windows 10 is designed for users who are keen to learn how to operate the software to perform tasks that include: starting applications, creating folders, copying and moving files, creating and using libraries, performing searches, and personalising Windows.

## WHAT YOU'LL LEARN

At the completion of this course you should be able to:

- › Work with the basic components of the Windows 10 interface
- › Personalise the user interface
- › Learn how to use the Get Started app and Cortana
- › Work with desktop program and app windows
- › Use Windows to install, update and uninstall programs
- › Understand data storage and navigate your computer's drives, folders and files
- › Work with several of the default Windows apps
- › Navigate the folder hierarchy and work with folders
- › Manage files on your computer
- › Understand the purpose and function of libraries, and how to manage libraries
- › Work with the Recycle Bin to manage deleted items
- › Work with Quick Access and shortcuts in File Explorer
- › Use the Windows search function

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*My instructor was great being able to put scenarios into real world instances that related to my specific situation.*

*I was made to feel welcome from the moment I arrived and the ability to sit as a group outside the classroom to discuss our situations and our goals was extremely valuable.*

*I learnt a lot and felt it was important that my goals by attending this course were met.*

*Great job Lumify Work team.*



**AMANDA NICOL**  
**IT SUPPORT SERVICES**  
**MANAGER - HEALTH WORLD**  
**LIMITED**

- › Manage your printer and printing tasks in Windows
- › Understand and work with Microsoft Edge
- › Manage user accounts
- › Work with Windows security features
- › Back up and restore data
- › Access the command line interface in Windows
- › Use several features to optimise the Windows operating system

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## Lumify Work Customised Training

*We can also deliver and customise this training course for larger groups saving your organisation time, money and resources.*

*For more information, please contact us on [0800 835 835](tel:0800835835).*

### COURSE SUBJECTS

#### Starting with Windows 10

- What is Windows?
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

#### Personalising the User Interface

- Customising the Start Menu
- Moving Tiles on the Start Menu
- Changing Tile Size
- Working with Tile Groups
- Turning Live Tiles on and Off
- Removing Tiles From the Start Menu
- Pinning Apps to the Taskbar
- Creating Desktop Shortcut Icons

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- Changing the Lock Screen
- Changing the Desktop Background
- Changing Your Account Picture

## Help and Support

- The Get Started App
- Setting Up Cortana
- Using Cortana
- Customising Cortana

## Working with Desktop Windows

- Starting Desktop Programs and Apps
- The File Explorer Window
- Working with the File Explorer Ribbon
- Using the File Explorer Ribbon
- Using the File Tab
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Switching Between Open Programs
- Snapping Windows
- Shaking Down Windows
- Working with Task View
- Understanding Virtual Desktops
- Creating a New Virtual Desktop

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- Scrolling in a Window
- Closing Desktop Programs
- Other Ways to Open Desktop Programs

## Working with Programs

- Viewing Installed Programs
- Dealing With Non Responding Programs
- Installing a Program
- What Happens During Installation
- Uninstalling a Program
- Keeping Programs Updated

## Data Storage on Your Computer

- Understanding Data Storage in Windows
- Understanding File Explorer
- Opening File Explorer
- Viewing Storage Devices Using File Explorer
- Viewing Network Connections

## Using Common Windows Apps

- Starting the Mail App
- Adding Accounts to Mail
- Working with Mail Messages
- Starting and Navigating the Calendar App
- Scheduling Meetings
- Opening PDFs and XPS Files in the Reader App

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- Using Reader
- Using the Maps App

## Working with Folders

- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
- Creating a New Folder
- Copying a Folder
- Moving a Folder
- Renaming a Folder
- Deleting a Folder
- Viewing the Hierarchy Path
- Changing Folder Views

## Working with Files

- Understanding Files
- Creating a Simple File
- Exploring Files in Windows
- Copying a File
- Renaming a File
- Selecting Files
- Copying Multiple Files
- Replacing Files

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- Moving Files
- Copying Files to a USB Flash Drive
- Setting Files as Read Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

## Working with Libraries

- Understanding Libraries
- Displaying Libraries
- Exploring Your Libraries
- Creating Folders in a Library
- Creating a Library
- Adding Folders to a Library
- Changing Library Views
- Deleting Folders From a Library
- Deleting a Library

## The Recycle Bin

- Understanding the Recycle Bin
- Creating Some Sample Files
- Sending Files to the Recycle Bin
- Restoring Files From the Recycle Bin
- Emptying the Recycle Bin

## Quick Access Locations

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- Understanding Quick Access Locations
- Adding a Location to Quick Access
- Removing a Location From Favourites

## Searching and Sorting Files

- Understanding File Searches in Windows
- Creating a Searchable File
- Searching Using File Explorer
- Searching File Contents Using File Explorer
- Indexing a Folder

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## WHO IS THE COURSE FOR?

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## PREREQUISITES

This course assumes little or no knowledge of Microsoft Windows 10. However, it would be beneficial to have a general understanding of personal computers.

The supply of this course by Lumify Work is governed by the booking terms and conditions. Please read the terms and conditions carefully before enrolling in this course, as enrolment in the course is conditional on acceptance of these terms and conditions.

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