

## Seminar/ILT - Windows 10 New Features

Course Length: 2 hour seminar or ½ day instructor-led training

Overview: The skills and knowledge acquired in this course are sufficient to be able to get started

and build your understanding and knowledge of the operating system Microsoft Windows

10. Users will also be able to navigate and personalise features of Windows 10.

**Skills Gained:** On completion of this course students should be able to:

Lock and shutdown the computer

• Personalise and make changes to the user interface in Windows 10

Work with many of the new features of Windows 10

Manage and work with Applications

Work with Microsoft Edge

Interact with Cortana

Search for files in File Explorer

Use Keyboard and Touch shortcuts

**Key Topics:** Windows 10

The Start Screen

Search

• Lock computer or sign out

Shut down

Personalising the interactive lock screen

Windows Apps and Store

Customising the Start Menu

Managing applications

Where are the settings?

How do I close an application?

Where is the desktop?

Windows File Explorer

Action Center

Microsoft Edge

Organising Windows

Ask Cortana

Keyboard shortcuts

Touch shortcuts

**Target Audience:** This course is designed for users who have a general experience with using Microsoft

Windows.

Prerequisites: This course assumes little or no knowledge of earlier versions of Microsoft Windows or of

Microsoft Windows 10. However, it would be beneficial to have a general understanding of personal computers and how a Windows operating environment works. Some knowledge

of how to use a keyboard and mouse is necessary.

We can also deliver and customise these training courses for larger groups – saving your organisation time, money and resources. For more information, please contact us on 1800 853 276.