Seminar/ILT – Introduction to Windows 10

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 features of Windows 10
- Manage and work with desktop applications
- Work with Microsoft Edge
- Search for files in File Explorer
- Use Keyboard shortcuts

Key Topics: Windows 10

- The Start Screen
- Search
- Lock computer or sign out
- Shut down
- Personalising the interactive lock screen
- 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
- Keyboard shortcuts

Target Audience: This course is designed for users who have 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.