



# Introduction to Personal Computers Using Microsoft® Windows® 10

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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## Course Description

Whether you are new to computers or have used them in the past, this class will help you become more comfortable using a personal computer (PC) and, more specifically, the Windows 10 interface. This course will help participants to define what a PC is, and familiarize them with the Windows 10 user interface and its basic capabilities. In this course, participants will also explore Windows 10 and learn how to create documents, send email, browse the Internet, and share information between applications and with other users.

## Target Audience

This course is intended for:

- Computer Users who want to use the basic tools and features of Windows 10.
- End Users who are familiar with computers and who need to use the features and functionality of the Windows 10 operating system for personal and/or professional reasons.

## Prerequisites

To attend this course, candidates must have:

- Previous exposure to personal computers, desktop applications, and the Internet is needed.

## Course Objectives

Upon successful completion of this course, attendees will be able to:

- Access Windows 10 and Customize the Windows 10 environment.
- Use Windows apps and desktop applications to complete day-to-day tasks, including installing new apps and multitasking with multiple programs.
- Work with files and folders by using File Explorer and OneDrive.



## Course Objectives *Continued*

- Use Cortana as your virtual personal assistant and use Edge for web browsing.
- Install and remove printers and peripheral devices.
- Use Windows 10 security features to create more secure passwords and protect your device against common attacks.

## Course Topics

### Module 1: Accessing Windows 10

- Get Started with Windows 10
- Navigate the Windows 10 Desktop
- Use the Start Menu

### Module 2: Using Windows Universal Apps and Desktop Applications

- Use Desktop Applications
- Use Windows Universal Apps
- Multitask with Open Apps
- Install Apps from Windows Store

### Module 3: Working with Files and Folders

- Manage Files and Folders with File Explorer
- Store and Share Files with OneDrive

### Module 4: Using Cortana and Edge

- Get to Know Cortana
- Use Cortana as a Personal Assistant
- Browse the Web with Edge

### Module 5: Customizing the Windows 10 Environment

- Customize the Start Menu
- Customize the Desktop and Lock Screen

### Module 6: Installing and Removing Devices

- Manage Printers
- Manage Peripheral Devices

### Module 7: Using Windows 10 Security Features

- Manage Passwords and Privacy Levels
- Use Windows Defender

## ACTIVITIES INCLUDED