

# WINDOWS 10

## DURATION:

Approx. 1 Day (6 Hours) or 2 to 3 Hour Seminar Style Overview Session

## OVERVIEW

In this training session, you will become familiarised with the Windows 10 user interface and its capabilities.

This session is ideal for those new to, upgrading to or transitioning to Microsoft Windows 10.

This session can be customised to accommodate other versions of Windows as needed.

## OUTLINE

### GET STARTED

- Log in to Windows 10
- Navigate the Windows Desktop
- Use the Start Menu
- Log off, Switch User, Sleep, Hibernate, Restart, Shut Down

### WINDOWS UNIVERSAL APPS AND DESKTOP APPLICATIONS

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

### FILES AND FOLDERS

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

### CORTANA AND EDGE

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

### CUSTOMISE THE WINDOWS 10 ENVIRONMENT

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

### EXTRA TIPS

- Notification Center
- Connect to Wifi Networks
- Manage Printers and Peripheral Devices
- Manage Passwords and Privacy Levels
- Use Windows Defender
- Handle Application Crashes