

MS Windows 10 Course Outline – Intermediate level



Course Objectives

This intermediate course is for anyone who wants to understand how to get more out of Windows 10. It's suitable for those who have used the basics or those who have a little self-taught knowledge.

By the end of this course you will be able to set up picture passwords, work with screen savers and the snipping tool. You will also learn about the apps such as Edge, mail, the calendar, the camera, maps, Cortana and People. Lastly you will learn about privacy settings and access OneDrive.

Estimated Course duration is 45 - 60 minutes. Each lesson takes on average 3-5 minutes to complete.

Topics covered

Working with Apps

- Picture Passwords
- Account Picture
- Task View
- Printing
- Screensavers
- Snipping Tool
- Spell checking
- Task Manager
- Quiet Hours
- Opening Multiple Windows

Apps

- Edge
- Mail
- Calendar
- Alarms and Clocks
- Camera
- Photos
- Maps
- Weather
- Windows Store
- Cortana
- People

Security and Storage

- Privacy Settings
- Understanding OneDrive