

MS Windows 10 Course Outline – Introduction level

Course Objectives

This introduction course is for anyone who wants to understand how to use Windows 10. It's suitable for complete beginners or those who have a little self-taught knowledge.

By the end of this course you will be able to do the basic things such as logging in, open apps, lock and unlock your device and understand the Start screen. You will also learn how to access, organise and add tiles as well as search for them. You will learn how to access your desktop, themes and jump lists. Lastly you will learn how to use file explorer to search for files and folders. Navigate using File Explorer.

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

Topics covered

Getting started

- Logging In
- Getting Help
- Opening Apps
- Locking and Unlocking
- PC Shutdown
- Start Screen

Start Screen

- Start Screen Environment
- Live Tiles
- Resizing Tiles
- Organising Tiles
- Adding Tiles
- Start Screen Customisation
- Searching

The Desktop

- Accessing the Desktop
- Desktop Environment
- Themes
- Desktop Customisation
- Jump Lists
- Create a New Desktop

Managing files and folders

- File Explorer
- Selecting Files and Folders
- Viewing and Grouping
- File History
- Navigating using the File Explorer Ribbon
- Hidden Files