

## **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 2 hours. 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