

## Windows 10 Basics

### COURSE DESCRIPTION

This hands-on course provides an introduction to the Windows 10 operating system and its components. The course also teaches participants how to organize files and folders on multiple devices using Windows 10 features and tools.

### COURSE OBJECTIVES

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

1. Understand the Windows 10 interface
2. Manage and use the Windows 10 desktop and components
3. Use Windows 10 search features
4. Understand the basic structure of File Explorer
5. Select, copy, and move multiple files and folders
6. Compress files and folders
7. Work with security settings and software
8. Work with administrative tools

### COURSE INSTRUCTOR

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Course handouts are available at

[https://mtateresearch.com/computer\\_courses\\_supplemental\\_resources/advanced\\_excel](https://mtateresearch.com/computer_courses_supplemental_resources/advanced_excel)

### COURSE OUTLINE

The course will cover the following topics:

#### Windows 10 Overview

- Understanding the Windows 10 desktop and its components
- Pinning apps to the Start Menu and Taskbar
- Deleting apps
- Creating a Start Menu Group
- Renaming a Start Menu Group
- Moving and resizing tiles

#### Managing and Using the Desktop and Components

- Creating virtual desktops
- Organizing and resizing windows
- Organizing virtual desktops

#### Managing Files and Folders

- Creating folders
- Pinning folders to Quick Access
- Organizing files and folders
- Deleting files and folders
- Selecting, copying and moving multiple folders and files
- Compressing files and folders

### **Working with Windows System and Security Features**

- Changing display settings
- Using the Action Center
- Modifying Windows Defender settings
- Reviewing File History settings
- Modifying Windows update settings
- Modifying Windows firewall settings

### **Working with Administrative Tools**

- Using Systems Monitor
- Using disk cleanup

### **Personalizing Windows 10**

- Changing the desktop background and lock screen colors
- Adding, modifying, and deleting apps
- Using Cortana
- Adjusting privacy settings

### **Using Ease of Access Features**

- Working with Narrator
- Working with Voice Recorder
- Using other Ease of Access features