Microsoft® Windows 10®

Learn how to perform management, wide varieties of operations, run myriads of built-in programs and maintenance tools of Windows 10. Perform managerial and maintenance commands and features. Learn about Windows essentials, tips and tricks, Managing files and folders on local, network and cloud storage areas like OneDrive. Learn how to customize the Windows environment to personalize the system to work best for you. Work with Cortana to control your computer with voice commands.

T**he modules for Windows 10 are as follows:**

- ■ Module 1 – Learn All the Essential Features of Windows 10

To Schedule / Need Additional Information

To schedule sessions, receive more information or for questions/clarifications contact us at:

Email: Ken Keller at kkeller@c-kg.com or Dean Carroll at dcarrroll@c-kg.com or
Phone: (630) 495-0505 or (800) 869-7497.

To see a complete list of our current computer training options click here.

Module 1 – Learn All the Essential Features of Windows 10

- This comprehensive course covers everything you need to know to install Windows, customize it to your liking, and start working with files and applications.
- See how to manage folders, use Cortana to search and navigate, browse the web with the new Microsoft Edge browser, and work with Mail, Calendars, and People (aka contacts).
- Plus, learn about sharing via a home network, multiuser configurations, security and privacy, and troubleshooting Windows.

Management and Maintenance:

- Learn how to configure updates, monitor events and performance, backup and restore files, recover the entire system, and secure Windows 10 by configuring different authorization and authentication options.
- She touches on Windows Defender, System Restore, Windows Insider, Resource Monitor, and more obscure servicing options that will give you maximum control over your system.
- Plus, for power users, she introduces some easy-to-use PowerShell commands for automating administration tasks.
- Configuring Windows Update.
- Updating Windows apps.
- Reviewing event logs.
- Using Resource Monitor and Performance Monitor.
- Managing security with Windows Defender.
- Creating a recovery drive.
- Restoring and recovering files.
- Recovering the OS with Windows Recovery.
- Configuring authorization and authentication.
- Securing Windows 10 with passwords.
- Joining workgroups and domains.
- Creating and using accounts.
- Automating tasks with PowerShell.

Essentials:

- Installing or upgrading to Windows 10.
- Connecting to the Internet.
- Launching, quitting, and managing applications.
- Creating, copying, moving, and renaming files and folders.
- Zipping and unzipping files.
- Using Cortana to search.
- Browsing the web with Edge.
- Sending email.
- Installing new apps.
- Sharing files over home networks.
- Backing up and restoring files.
- Configuring Windows updates.
- Using Windows Defender.

Tips and Tricks:

- Learn a variety of power tips, before delving into mouse tricks and keyboard shortcuts, display and desktop organization tips, techniques for improving efficiency with basic operating system features, tips for improving system performance, and useful Windows utilities.
- Customizing the startup environment.
- Running multiple virtual desktops.
- Saving files to PDF.
- Locking your screen.
- Enabling "God mode".
- Configuring automatic app updates.
- Enabling Tablet mode on a PC.
- Fine-tuning power settings.
- Working with time-saving apps, tools, and utilities.
- Using keyboard shortcuts.

Files and Folders:

- Whether you're looking to organize files on your home computer or set up a file and folder system for your team at work, this course shows you how to organize and store files and folders for maximum efficiency in Windows 10.
- Best ways to save files for later use and tips for searching for and retrieving the files you want.
- Organize larger projects by arranging groups of files and folders and making the best use of libraries and archives.
- Saving files.
- Learn different storage options open to Windows users, from removable storage devices to network storage and cloud storage on OneDrive.
- Searching for files.
- Renaming and moving files.
- Organizing folders and subfolders.
- Building libraries.
- Creating an archive.
- Working with storage, including removable, network, and cloud storage.
- Using the File Explorer.

Customize Windows:

- Create an easy-to-navigate and more personalized experience on your PC with these tips and tricks.
- Learn basic and advanced basic Windows conventions, and explore how to best resize and manage windows, change the way your mouse behaves, and customize the desktop, including the taskbar and Start menu.
- Need help finding files and applications? Learn how to search more effectively using the File Explorer and Cortana, Microsoft's digital assistant.
- If you have visual or audio impairments, Window's accessibility features are a great tool.
- Learn how to use the Ease of Access options (like the Magnifier and closed captioning) to make Windows more user friendly.
- Last but not least, David shows how to save time with some helpful keyboard shortcuts.
- Windows is a powerful platform; with these tips, you'll find it even easier to use.
- Personalizing your desktop.
- Managing windows.
- Changing mouse properties.
- Searching for files, folders, and apps.
- Using accessibility features.