Computers for Beginners (Windows 10)

Course Length: 1 day or 8 hours flexi-study

Overview: This course is for students who have little or no experience with personal computers and who want to learn the basics. Students will learn about the main components of a typical computer system and the basic elements of the Windows 10 interface. Students will learn how to navigate in Windows Explorer, organize files and folders, search for items on their computers, and personalize Windows. Students will also learn how to browse the Web with Internet Explorer and how to protect their computers from malware.

Prerequisites: No prior knowledge of computers is required.

Unit 1: Accessing Windows 10
Get Started with Windows 10
Navigate the Windows 10 Desktop
Use the Start Menu

Unit 2: Using Windows Universal Apps and Desktop Applications
Use Desktop Applications
Use Windows Universal Apps
Multitask with Open Apps
Install Apps from the Windows Store

Unit 3: Working with Files and Folders
Manage Files and Folders with File Explorer
Store and Share Files with OneDrive

Unit 4: Using Cortana and Edge
Get to Know Cortana
Use Cortana as a Personal Assistant
Browse the Web with Edge

Unit 5: Customizing the Windows 10 Environment
Customize the Start Menu
Customize the Desktop and Lock Screen

Unit 6: Installing and Removing Devices
Manage Printers
Manage Peripheral Devices

Unit 7: Using Windows 10 Security Features
Manage Passwords and Privacy Levels
Use Windows Defender

A Workbook is provided to each person attending the course. This is an essential guide during the course and an excellent source of reference material once the course has been completed.

What Next?
- Computer Keyboard Skills
- Word Processing
- Excel Spreadsheets
- ECDL