



INFOCUS COURSEWARE

Microsoft Windows 10



Product Code: INF1440

ISBN: 978-1-925349-70-2

❖ General Description

Microsoft Windows 10 is designed for users who are keen to learn how to operate the software to perform tasks that include: starting applications, creating folders, copying and moving files, creating and using libraries, performing searches, and personalising Windows.

❖ Learning Outcomes

At the completion of this course you should be able to:

- work with the basic components of the **Windows 10** interface
- personalise the user interface
- learn how to use the **Get Started** app and **Cortana**
- work with desktop program and app windows
- use **Windows** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- work with several of the default **Windows** apps
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Quick Access** and shortcuts in **File Explorer**
- use the **Windows** search function
- manage your printer and printing tasks in **Windows**
- understand and work with **Microsoft Edge**
- manage user accounts
- work with **Windows** security features
- back up and restore data
- access the command line interface in **Windows**
- use several features to optimise the **Windows** operating system

❖ Prerequisites

Microsoft Windows 10 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers.

❖ Topic Sheets

178 topics

❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.



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- What Is Windows
- Turning on the Computer
- Signing in to Windows
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- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

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- Customising the Start Menu
- Moving Tiles on the Start Menu
- Changing Tile Size
- Working With Tile Groups
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- Removing Tiles From the Start Menu
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Help and Support

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Searching and Sorting Files

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- Creating a Searchable File
- Searching Using File Explorer
- Searching File Contents Using File Explorer
- Indexing a Folder



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Unindexing a Folder
Tagging Files for Easier Searches
Sorting Files in a Folder
Modifying View Settings

Printing

Understanding Printing in Windows
Viewing Available Printers
Installing a USB Printer
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Launching Microsoft Edge
Browsing the Web With Microsoft Edge
The Hub
Microsoft Reading View and Reading List
Annotating in Microsoft Edge

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Checking Hardware Devices
Tidying Up the Desktop
Understanding Power Options
Choosing a Power Plan
Creating a Custom Power Plan



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