



INFOCUS COURSEWARE

Microsoft Windows 10



Product Code: INF1440

ISBN: 978-1-925349-05-4

❖ 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

179 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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This information sheet was produced on Friday, October 30, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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Contents

Starting With Windows 10

- What Is Windows
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- 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
- Turning Live Tiles on and Off
- Removing Tiles From the Start Menu
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- Creating Desktop Shortcut Icons
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Help and Support

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- Customising Cortana

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Using Common Windows Apps

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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

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- Performing a Disk Cleanup
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