

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Windows 10

INSTRUCTOR: Candice Carpenter **PHONE:** 780-539-2441
OFFICE: M105 **E-MAIL:** lclare@gprc.ab.ca

PREREQUISITE(S): None

REQUIRED TEXT/RESOURCE MATERIALS:

Textbook is supplied:

Using Microsoft Windows 10 (Choice, 091038S (Rev 1.0))

CALENDAR DESCRIPTION:

This is a great class for beginners!

This class will help you become more comfortable using a personal computer and, more specifically, the Windows 10 interface. This course will help you define what a PC is and familiarize you with the basic capabilities of the operating system, learning how to create documents send email, browse the Internet, and share information between applications and with other users.

CONTACT HOURS: 4 hours

DELIVERY MODE: Face to Face, Video Conference

TRANSFERABILITY: N/A

GRADING CRITERIA:

Upon completion of the course, you will receive a Certificate of Completion.

EVALUATIONS: N/A

STUDENT RESPONSIBILITIES: Attendance and completion of any practice lessons.

STATEMENT ON PLAGIARISM AND CHEATING: N/A

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Lesson 1: Accessing Windows 10

- Get Started with Windows 10
- Navigate the Windows 10 Desktop
- Use the Start Menu

Lesson 2: Using Windows Universal Apps and Desktop Applications

- Use Desktop Applications
- Use Windows Universal Apps
- Multitask with Open Apps
- Install Apps from Windows Store

Lesson 3: Working with Files and Folders

- Manage Files and Folders with File Explorer
- Store and Share Files with OneDrive

Lesson 4: Using Cortana and Edge

- Get to Know Cortana
- Use Cortana as a Personal Assistant
- Browse the Web with Edge

Lesson 5: Customizing the Windows 10 Environment

- Customize the Start Menu
- Customize the Desktop and Lock Screen

Lesson 6: Installing and Removing Devices

- Manage Printers
- Manage Peripheral Devices

Lesson 7: Using Windows 10 Security Features

- Manage Passwords and Privacy Levels
- Use Windows Defender