

Microsoft® Windows® 10: Transition from Windows® 7

Course Specifications

Course Number:

091037

Course Length:

1 day

Course Description

Overview:

Mobile devices are becoming increasingly popular. As a result, many business professionals find themselves regularly performing a greater number of work-related tasks, from a variety of devices. You may find yourself included in this group of multiple-device users. But, you still perform a majority, or at least a large part, of your work from a desktop or a laptop computer.

With the release of Microsoft® Windows® 10, Microsoft has made strides in bridging the gap between your laptop or desktop PC and a variety of mobile devices. Developing an understanding of how to accomplish your day-to-day work tasks in this new environment will push you one step closer to being able to comfortably work from a number of platforms, and a number of devices, nearly anywhere you go. Once you've gained a foundational understanding of how to operate within the Windows 10 environment from your PC, you'll be able to take full advantage of the many sharing, storing, and multi-platform benefits inherent in the Windows 10 operating system.

Course Objectives:

In this course, students with a prior knowledge of Windows 7 will be able to perform common tasks within the Windows 10 environment.

You will:

- Navigate the Windows 10 environment.
- Work with apps and desktop applications.
- Use Cortana and Edge.
- Manage Windows 10.
- Secure your computer.
- Use Backup and Recovery Tools.

Target Student:

This course is designed for students who wish to switch from using a PC running on the Microsoft Windows 7 operating system to using a PC running on the Microsoft Windows 10 operating system in a business or work-related environment.

Prerequisites:

To ensure success, you should have a prior working knowledge of the Windows 7 operating system and be proficient in the general use of personal computers and related peripheral devices. Specific tasks you should be able to perform include: launching and closing applications, navigating basic file structures,

and managing files and folders. To meet these prerequisites, you can take either of the following Logical Operations courses:

Windows® 7: Transition from Windows® XP

Microsoft® Office Windows® 7: Level 1

Course Content

Lesson 1: Navigating the Windows 10 Environment

Topic A: Log In to Windows 10

Topic B: Navigate the Desktop

Topic C: Navigate in Tablet Mode

Lesson 2: Working with Apps and Desktop Applications

Topic A: Customize the Start Menu and Taskbar

Topic B: Use Windows 10 Apps and Desktop Applications

Topic C: Multitask with Apps and Desktop Applications

Topic D: Use File Explorer

Lesson 3: Using Cortana and Edge

Topic A: Get to Know Cortana

Topic B: Use Cortana as a Personal Assistant

Topic C: Browse the Web

Lesson 4: Managing Windows 10

Topic A: Configure Settings

Topic B: Use the Desktop Administrative Tools

Lesson 5: Securing Your Computer

Topic A: Set New Password Types

Topic B: Use Windows Defender

Topic C: Use Other Security Features

Lesson 6: Using Backup and Recovery Tools

Topic A: Use File History

Topic B: Repair Your System

Appendix A: Continuum Navigation